

# OUTDOOR SPECIAL EVENT MANUAL

# 2024

Resource Manual  
for Event Organizers



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## A) Outdoor Special Events

Thank you for your interest in holding a special event in Norfolk County. Enclosed are the materials needed to obtain a Special Event Permit for your upcoming event. Please follow the application directions very carefully. A checklist is included in the Outdoor Special Event Application Package (hereinafter referred to as the “Special Event Application”) for further assistance. No Special Event Permit will be issued without submission of a signed application, administration fee and requested documentation. Your event must have final approval by Norfolk County staff and in some cases Norfolk County Council.

Corporate Services will assist you throughout this process and will be your primary contact. You will be notified if your event requires additional permits or inspections for such things as: building permits for large tents, by-law exemption for noise, food provider licenses, liquor license permit, which must be obtained before you receive a Special Event Permit.

The Outdoor Special Event Manual has been produced to serve as a guideline for special event organizers in planning their activities. Along with the Outdoor Special Event Application, this manual is intended to identify all of the areas that may fall under a policy or procedural guideline which will have an impact on the planning and presentation of the event.

All indoor and outdoor events, no matter how carefully planned, may still present hazards. The guidelines and materials in this manual, and on the Norfolk County website, have been prepared by Norfolk County for informational purposes only, and to assist event organizers and third parties. This information does not constitute legal advice, or is a substitute for legal counsel. No one should act, or refrain from acting, based solely upon the materials and information provided, without first seeking appropriate legal or other professional advice, if they deem it so necessary. Neither Norfolk County, nor any of its personnel, shall be considered liable to the event organizer, or any other third party, in regards to any risks, or personal or bodily injury which may be incurred as a consequence of operating, or participating in, any special event.

It is the intention of this manual to identify and assist the organizer in following the requirements set out by Norfolk County and other organizations such as the Haldimand-Norfolk Health Unit, Norfolk County O.P.P. or Alcohol and Gaming Commission of Ontario, who may have input regarding the operation of the event.

Norfolk County reserves the right to request a coordinating meeting(s) which may be required before the event takes place.

Following the requirements of this manual will ensure that all necessary permits and approvals will be in place well before the actual date(s) of the event.

If you have any questions or comments please contact Corporate Services at (519) 426-5870 (weekdays between 8:30 a.m. and 4:30 p.m.) or email: [special.events@norfolkcounty.ca](mailto:special.events@norfolkcounty.ca)

Your feedback and comments regarding this document are welcome at any time.

Best wishes as you plan and prepare for your special event. Norfolk County recognizes the importance that special events play in our community. The goal is: **“To encourage County wide festivals and events that draw people together helping to promote community spirit.”**

## B) An Important Part of our Community

### 1. Outdoor Special Event Definition

A special event is an event open to the public that typically takes place on County property. This can include events taking place on private property that are open to the public but may affect pedestrian or traffic flow, due to a higher volume of vehicles or people attending the event. Zoning, road access and traffic flow management, public health regulations, alcohol, licensing and O.P.P. considerations may apply.

The primary characteristics of an Outdoor Special Event are:

- They celebrate or display a specific theme
- They have predetermined opening and closing dates/times
- They may consist of several separate activities at multiple locations

An Outdoor Special Event is defined as:

An activity taking place on public or private property that:

- Is open to all people and/or
- Requires the provision and coordination of municipal services over and above that which the County routinely provides

Examples may include, but are not limited to any of the following organized activities:

- Entertainment
- Dancing
- Music
- Dramatic productions
- Festivals, concerts, carnivals, bazaars or similar events which offer such activities as amusement rides or devices, games of skill, side shows, animal rides or exhibitions, food concessions or live entertainment
- Parades, processions, marathons, walks, bicycle rides, or runs that will not comply with the normal or usual traffic regulations or controls or are likely to impede, obstruct, impair or interfere with the free flow of traffic
- Sale of merchandise, food or alcohol, including sidewalk sales. The provisions of the Licensing By-law shall apply for any sales taking place during a special event

Exemptions:

- Private social gatherings which will make no use of County streets other than for lawful parking are not included. Garage sales, lawn sales, rummage sales, flea market sales, or any similar casual sale are not included.
- When a proposed event takes place only on designated sports fields and/or facilities or when the proposed event would take place only in the picnic shelter (having a maximum of 200 participants), the fields and/or facilities are to be booked directly through the Operations Department (without processing a Special Events Permit), with the exception of a beer garden event.
- Events taking place on Agricultural Society lands (i.e. Norfolk County Fair) and Friday the 13th motorcycle events in Port Dover do not fall within the scope of this policy.
- Remembrance Day Services, as recognized and organized by local Legion members are to be deemed non-events, and as such, will not be subject to the Special Event Permit Fee

## 2. Vendor Definition

For the purposes of this document the term “vendor” applies to any person, business or organization who sets up any sort of display (booth, table, tent, canopy, umbrella or any other structure) to sell or display food or merchandise, or promote a service, business, organization or charity during a special event.

## 3. Role of Organizer

The event organizer is responsible for the following:

- a. Submission of a completed Special Event Application and administration fee
- b. Submission of a Certificate of Insurance
- c. Submission of additional documentation as deemed necessary
- d. Ensuring all permitting and licensing requirements are satisfied and all vendors and participants have obtained the necessary approvals within the required timeframes specified in the Special Event Application and the Special Event Manual
- e. Ensuring additional requirements communicated to organizer are complied with

## 4. Assumption of Risk by Event Organizer

If appropriate, to reduce the risk of any personal liability, including personal financial liability, which may arise to the persons organizing the special event, such persons should seek legal advice or other appropriate advice, to assist them in considering any potential risks and to help control or reduce that risk appropriately. Neither Norfolk County, nor an employee of Norfolk County acting within their duties, will be held responsible for any such risk. Additionally, the special event application process requires careful review and submission of an Indemnification and Acknowledgement Form, as part of the application and approval process.



## C) Policies and Procedures

Norfolk County receives a large number of applications for special events and the amount of time required to process each application varies with the complexity of the request. At least ninety (90) days is required to process applications to ensure adequate time for circulation to applicable departments/agencies and to obtain any approvals that may be required from Council.

### 1. Use of County Property – Things You Should Know

Special events are a significant investment of time, money and both human and physical resources. This section of the manual identifies those items which must be put into place for the special event to be approved for operation on County owned streets, sidewalks, parks, facilities or parking lots, as well as private and public facilities. This manual is for use by ALL event organizers so that consistent guidelines are followed to ensure the safe and successful operation of events.

County owned facilities have a consistent set of rules and regulations that must be adhered to. These are outlined on the Facility Booking Rental Contract. The use of parks, facilities or road allowances for special events can be complicated.

Review the following sections of this manual to see if they apply to your proposed event. The safety of the people who are operating or visiting the special event, and the maintenance and respect for the County property being used is of the utmost importance. It is expected that all event organizers will respect and appreciate the area being used. County property is maintained for public use and special event organizers are responsible for any damages caused by the special event or activity.

Note: These sections may also apply to events that take place on private property.

### 2. Booking Procedures for County Parks and Facilities

Initial contact should be made with the Community Development Facilities Booking Clerk to check on the availability of a park or facility before proceeding further with any plans for the event. It is recommended that facility/park requests be made at least one year in advance of the proposed event date. In order for the event to take place at the desired location a Facility Booking Rental Contract must be obtained through the Community Development Department. The applicant must sign and pay for the facility permit prior to the event.

There may be additional terms and conditions outlined which must be adhered to before a Special Event Permit is granted. This will include items such as liability insurance and specific event components such as a Fireworks Permit which needs to be approved by the Fire Chief or designate.

In some instances, County insurance coverage can be purchased for the event through Community Development.

Note: Upon receipt of a new special event proposal, a meeting to review the event components may need to be scheduled with County staff.

### 3. Use of Private Property – Things You Should Know

Events on private property may require special permits for various event components. Refer to specific sections of the manual under each sub-category which indicates rules for all properties.

### 4. Compliance

The event organizer is responsible for compliance with all Federal, Provincial and Municipal legislation and regulations.

### 5. Compensation for County Staff

Norfolk County may require County personnel, including Fire and Paramedic Services be present at the function. Costs for County personnel involved in advance of, during and after the event may be charged back to the organizer. Norfolk County shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to residents, ensure the success of the event, and reduce the public liability exposure to the organizer as well as Norfolk County.

### 6. Electrical Power

All applicants should provide their own source of power for their specific needs. Norfolk County generally does not provide electrical services of any sort.

Under the provisions of the Ontario Electrical Safety Code, any electrical equipment installed in Ontario, temporary or otherwise, must have an application for inspection. This includes all film, television, live performances or event productions. Failure to comply could result in unsafe working sites, production downtime and/or fines.

An application for electrical inspection must be submitted **at least 2 days prior to the production** set up with the **Electrical Safety Authority (ESA)** Customer Service Centre, Cambridge at 877-372-7233 or by email at [esa.cambridge@electricalsafety.on.ca](mailto:esa.cambridge@electricalsafety.on.ca). For inspection information call the ESA Customer Service Centre for the name and number of your local inspector.

### 7. Forms That May Also Need To Be Submitted

The following are examples of additional forms that may be required:

- a. Form FO-182 – AGCO Special Occasion Permit Notice to Municipality
- b. Form FO-183 – AGCO Request for Designation as Event of Municipal Significance
- c. Form FO-187 – Tent Fire Safety Plan

### 8. Additional Documents That May Be Required

The following are examples of additional applications and permits that may be required:

- a. Organizer Special Event Pedlar Permit Application (for merchandise vendors etc.)
- b. Noise Exemption Application

- c. Business License Application for food providers, amusement rides, animal shows, etc.
- d. Application for Display Fireworks Permit or Burning Permit
- e. Building Permit Application for large tents, stages, etc.
- f. AGCO Special Occasion Permit for Alcohol

For information on applications and by-laws visit: [Organizing Special Events](#)

## 9. Miscellaneous

- a. Neither Norfolk County, nor its employees, will be held responsible for any accidents or damages to persons or property resulting from the issuance of a Special Event Permit.
- b. A Special Event Permit can only be used on the designed dates and times specified and is required to be posted on site during the event.
- c. Norfolk County reserves the right to modify the requirements as deemed suitable to the special event at hand.
- d. Norfolk County reserves the right to suspend, cancel and/or reschedule an event, in its sole discretion. Should this occur, and depending on the circumstances, Norfolk County may, or may not, provide a full or partial refund, or transfer registration to the same or similar event at a future date.
- e. The event organizer is responsible for ensuring that the organization and all participants and spectators abide by all conditions, by-laws, codes and requirements.
- f. A security deposit may be required, depending on the size and nature of the event.

## D) Outdoor Special Event Application

### 1. Application

The Special Event Application must be completed and submitted with all required documentation and payment of the applicable administration fee.

### 2. Deadlines/Timeframes for Submission for Required Documents

#### a) Application

Your application must be received **at least ninety (90) days prior to the event** and will be circulated to various departments, O.P.P. and agencies for comment and approval before a special event permit is issued. Applications received after this date **will not** be processed.

The Special Event Application provides details for further deadlines for submission for various documents that may be applicable to the event.

#### b) Food and Non-Alcoholic Beverages

No food or beverages shall be sold or provided at a special event, unless approved by the Haldimand-Norfolk Health Unit.

If you will be having food/beverages (e.g. BBQ, pre-packaged snacks, bottled water, food) at your event, a Haldimand-Norfolk Health Unit Organizer Application must be submitted **at least sixty (60) days prior to the event**. For application visit: [Health Unit Applications](#). Food providers are responsible for collecting and submitting food provider application forms to the health unit within the specified deadlines.

A Haldimand-Norfolk Food Provider Application must be submitted for each food provider **at least thirty (30) days prior to the event**. For application visit: [Health Unit Applications](#). The Haldimand-Norfolk Health Unit reserves the right to not approve late applications.

Food providers must ensure that food and beverage items are offered in a safe manner that is in compliance with the Ontario Food Premises Regulation (O. Reg. 493/17) and the Health Protection and Promotion Act. For information visit: [Health Unit Applications](#) to learn more about these regulations and access the HNHU Special Event Food Provider Information Guide. Failure to comply may result in enforcement action or closure of the special event food premise.

Each food provider must submit a Business License Application and payment of the license fee to Clerks and By-Law Department **at least thirty (30) days prior to the event** in order to obtain a Mobile Food Premise License. Incomplete applications will be returned to be re-processed. If an application has outstanding requirements fourteen (14) day before the event a late fee will apply. For application visit: [Permits and Licenses](#)



### c) Special Event Organizer Pedlar Permit Application

The organizer must submit a Special Event Organizer Pedlar Permit Application to Clerks and By-Law Department, identifying the number of merchandise and service pedlars that will be attending the event **at least thirty (30) days prior to the event**. A late fee will apply if the application is submitted late.

### d) Safety and Fire Department Requirements

Organizers must complete the Special Event Organizer Safety Requirements Form FO-186.

If Fireworks will be part of the event, an Application for Fireworks Permit, including certificate of insurance must be submitted to the Fire Chief or designate **at least thirty (30) days prior to the event**. For application visit: [Organizing Special Events](#)

If you are planning on having a fire as part of the event (bonfire/fire pit) a Burn Permit or Burn Safety Plan may be required. If so, the Burn Permit or Burn Safety Plan must be obtained **at least thirty (30) days prior to the event**. For additional information visit: [Burn Permits](#)

### e) Building Permit Requirements

Where required, a completed Building Permit Application must be submitted to the Building Department **at least thirty (30) days prior to the event**. For application visit: [Building Permits](#)

### f) Chart – Deadlines for Submitting Documents

Summary of Documents and Deadlines	Deadline for Submission of Documents Prior to Event (Days)
Parks and Facilities Rental Contract	365
Special Event Application	90
Special Event Checklist Form FO-192 (Appendix A in Application)	90
Special Event Indemnification and Acknowledgement Form FO-181 (Appendix B in Application)	90
Special Event Organizer Safety Requirements Form FO-186 Appendix C in Application)	90
Emergency Management Plan	60
Health Unit Organizer Application Form	60
Special Occasion Permit (SOP) Notice to Municipality (Non-Profit Event) Form FO-182 (for submission to Alcohol and Gaming Commission of Ontario)	60
Request for Designation as Event of Municipal Significance (For Profit Event) Form FO-183 (for submission to Alcohol and Gaming Commission of Ontario)	60
Locates for Utilities on County Property	60
Noise By-law Exemption Appeal Application Form FO-94	45
Certificate of Insurance	30
Health Unit Applications (Food Providers/Animal Exhibits/Personal Services)	30

Summary of Documents and Deadlines	Deadline for Submission of Documents Prior to Event (Days)
Building Permit Application	30
Tent Fire Safety Plan Form FO-187	30
Application for Display Fireworks Permit	30
Burning Permit	30
Business License Applications for Food Providers and Amusements (includes rides, games, side shows, entertainers, animal exhibits and like activities with TSSA Certificates if applicable).	30
Special Event Organizer Pedlar Permit Application	30
Paid Duty Officer Request Form	30
Raffle License Application	21
Electrical Safety Authority Inspection	2

### g) Special Event Indemnification and Acknowledgement Form

A signed Indemnification and Acknowledgement Form must be submitted with the Special Event Application.

## 3. Certificate of Insurance

- Event organizers must provide a Certificate of Insurance at least thirty (30) days prior to the event. The Certificate of Insurance must provide General Liability coverage in the form of a Commercial General Liability (CGL) Insurance Policy, with a minimum of \$2,000,000 per occurrence and include "The Corporation of Norfolk County" as an Additional Insured. A Cross Liability Endorsement and a Completed Products and Operations Endorsement (or additional coverage) must also be included in this policy. Non-owned auto coverage is also required, where applicable. Certificates of Insurance are subject to review and approval by Norfolk County.
- If alcohol is being served, "Host Liquor Liability Insurance" with a minimum of \$2,000,000 coverage will also be required and must be clearly shown on the certificate, with The Corporation of Norfolk County added as an Additional Insured.
- Norfolk County reserves the right to modify the insurance requirements as deemed suitable to the special event at hand.
- Organizers providing liability coverage for merchandise vendors are encouraged to seek legal advice and obtain adequate liability coverage from these vendors to protect themselves and the organization from any liability which may result from their participation in the event.
- It is the organizing bodies' responsibility to provide insurance coverage for volunteers.
- Food providers, service providers and amusement providers are required to provide a Certificate of Insurance and all other required documentation and fees to the Clerks and By-Law Department **at least thirty (30) days prior to the event** in order to obtain a license for the event.

## 4. Fees

No Special Event Permit will be issued until ALL fees have been paid (administration, building permit, raffle, food providers, amusement, etc.)

## 5. Payments

Payments can be made by cash, debit or credit card, in person at ServiceNorfolk locations, at the County Administration Building, 50 Colborne Street South, Simcoe or the Delhi Administration Building, 183 Main Street, Delhi.

Cheques shall be made payable to Norfolk County,  
County Administration Building/Corporate Services  
50 Colborne Street South, Simcoe, ON N3Y 4H3

Drop boxes are located at the County Administration Buildings in Simcoe and Delhi.

## E) Norfolk County Special Event Requirements

### 1. Accessibility

All Norfolk County Special Events should be planned with accessibility in mind, and event organizers should take into consideration the fact that people with various disabilities might attend their event. Special event organizers shall give consideration to the requirements of the Accessibility for Ontarians with Disabilities Act (AODA 2005) and Integrated Accessibility Standards Regulation (O. Reg. 191/11).

To view the following visit: [Organizing Special Events](#)

- a. Accessible Festival Planning Checklist
- b. Planning Accessible Events
- c. Guide to Accessible Festivals and Outdoor Events

### 2. Alcoholic Beverages

- a. Applications for Special Occasion Permits (SOP's) are available on the Alcohol and Gaming Commission of Ontario (AGCO) website: [AGCO](#)

A registered charity, non-profit association or organization for the advancement of charitable, educational, religious or community objects may obtain a public event Special Occasion Permit (SOP) from the AGCO without designation as an event of municipal significance.

If you fall within the above categories, completion of the Special Occasion Permit Notice to Municipality Form FO-182 will serve as the AGCO requirement to provide notice to the municipality that you are applying for a SOP. This form will be circulated to the Clerk of Clerks and By-Law Department, O.P.P., Fire, Paramedic Services, Health Unit, Roads Department and Building Department informing them of the event and identifying the physical boundaries of the permit. For Special Occasion Permit Notice to Municipality (Non-Profit) Form FO-182 visit: [Organizing Special Events](#)

If you are not a registered charity, non-profit association or organization for the advancement of a charitable, educational, religious or community objects, as a person or group (i.e. promoter, for-profit business) you may apply for an SOP from the AGCO if the event is designated by the municipality as one of municipal significance.

A municipal designation may take the form of a resolution of Council or a letter from Council's authorized designate (i.e. municipal Clerk) on municipal letterhead stating that the municipality deems the event as one that is significant for the community. While a particular event may receive a designation from the municipality, the AGCO ultimately decides if the necessary criteria have been met for a SOP to be issued. For Request for Designation as Event of Municipal Significance (For Profit) Form FO-183 visit: [www.norfolkcounty.ca/business/organizing-special-events](http://www.norfolkcounty.ca/business/organizing-special-events)

- b. Norfolk County's Municipal Alcohol Policy must be followed for events serving alcohol. This policy only governs events taking place on municipal property. To view a copy of the Municipal Alcohol Policy visit: [Organizing Special Events](#)



- c. Fencing shall surround the licensed area in which liquor will be sold and/or consumed.
- d. The event organizer must outline the specific details regarding the location, size and hours of operation proposed for the area to be designated for licensing. These details are to be included in a site plan for the event, to accompany both the letter requesting the location and the Special Event Application.
- e. In addition, approvals from various County departments for the location and assembly of tents or marquees for the provision of alcohol must be obtained from the Haldimand-Norfolk Health Unit, Building Department and the Fire Department. See Tents and Temporary Structures for more specific requirements.
- f. If alcohol is being served, "Host Liquor Liability Insurance" with a minimum of \$2,000,000 coverage will also be required and must be clearly shown on the certificate, with The Corporation of Norfolk County added as an Additional Insured.

### 3. Amusements/Pony Rides

Amusements mean a travelling, commercial, entertainment business including but not limited to side shows, rides, games, trained animal shows, clowns, watercraft rentals and like activities to entertain the public and will require a license as outlined in the Licensing By-law. To view by-law and Business License By-law visit: [Permits and Licenses](#)

### 4. Camping

Camping is not permitted on municipal property or private property not appropriately zoned to permit camping. In some circumstances approval by Norfolk may be granted on a limited basis.

### 5. Damages

- a. County parks and facilities are to be protected from vandalism, crowd damage or excessive use during events. County staff will outline areas of environmental or cultural sensitivity and provide guidance to the event organizer if activities will impact such areas.
- b. The event organizer is responsible for any damages to County facilities and property and/or extra staff required for clean-up as a result of the event.

### 6. Digging/Staking or Fencing

On many County properties there are buried underground utilities. Before installing fencing, tents, poles/pegs, or doing any digging on County property permission must be obtained.

If locates will be necessary Operations must be contacted **at least sixty (60) days prior to the event.**

### 7. Dogs/Pets/Service Animals

Event organizers are encouraged to promote owners leaving pets at home.

- a. Service animals are allowed to accompany persons with disabilities requiring assistance while attending special

- events. Service animals must be kept under the care and control of the attendee at all times.
- b. The requirements of the Parks By-law must be followed for events held in municipal parks.
- c. The requirements of the Dog Licensing By-law must be complied with on ALL County properties.

### 8. Drones/Helicopters/Hot Air Balloons/Flight Rides

Drone operators must comply at all times with the provisions of the Film Production Policy DCS-01. To view a copy of the Film Promotion Policy visit: [Organizing Special Events](#)

Special events which include use of drones, flights, or rides such as helicopter rides, hot air balloons and glider rides, require specialized insurance coverage. The above named activities are only examples and not all-inclusive. Norfolk County reserves the right to change the insurance requirements at its discretion, dependent on the circumstances. These special risks will require Aviation coverage. A Certificate of Insurance in the amount of \$5,000,000 coverage per occurrence, will be required as proof of such. All such activities will require submission of a Special Flight Operations Certificate issued through Transport Canada for the event.

### 9. Emergency Services

- a. The County will determine if emergency services will be required for the event.
- b. The O.P.P., Director of Roads, Fire Chief or Paramedic Services Chief or designate may cancel or re-route any special event in an emergency situation or for the preservation of public safety.

### 10. Entertainment Standards

- a. The event organizer must ensure that entertainment associated with the event is of a positive nature for the enjoyment of both adults and/or children. Organizers who may include event participants who are known for using hate speech or similarly offensive, racist or discriminatory speech, or engage in the sale of criminal paraphernalia, such as gang support wear or any item sold or gifted for the purposes of supporting organized crime, will not be tolerated.
- b. The event organizer may be required to submit an entertainment and production contract prior to the event.
- c. If live or recorded music is included in the event activities, the Event Organizer is responsible for the Society of Composers, Authors and Music Publishers of Canada (SOCAN) license fees.

### 11. Event Notification/Contact Information

The event organizer may be required to provide written notification to all affected area residents and businesses.

### 12. Film Industry Guidelines

- a. A Film Permit Application must be submitted for all productions undertaken by commercial and non-commercial film companies and photographers except for current affairs and newscasts. Types of productions include films, television programming, commercial photography and music videos.

- b. Event organizers must comply at all times with the provisions of the Film Production Policy DCS-01. To view a copy of the Film Promotion Policy: [Organizing Special Events](#)
- c. A Certificate of Insurance in the amount of \$5,000,000 per occurrence, or such higher limits as may be deemed necessary, must be submitted.

### 13. Fireworks and Fires

- a. Fireworks displays must be in compliance with the Ontario Fire Code, Federal Explosive Act, and the Norfolk County Fireworks By-law. If a fireworks display is proposed, an Application for Display Fireworks and Certificate of Insurance must be submitted to the Fire Department **at least thirty (30) days prior to the event.**
- b. The Fire Department will determine the requirements for fire equipment and personnel on site, the cost of which will be the responsibility of the event organizer.
- c. The Fireworks Supervisor shall be responsible for the display and abide by the requirements identified in the Fireworks By-law. The Fire Chief or designate must grant approval for fireworks permits prior to a license being issued.
- d. If a bonfire/fire pit will be part of the event, a burn permit or Burn Safety Plan may be required. If so, the Burn Permit Application or Burn Safety Plan **must be obtained at least thirty (30) days prior to the event.** A burn permit is required for a fire pit or bon fire. Open air burning is prohibited without approved burn permits or permission from the Fire Department. The Fire Department must be contacted to obtain a burn permit **at least thirty (30) days prior to the event.**

### 14. Gambling/Raffles/Casinos

- a. To sell raffle tickets or hold games of chance during a special event a license is required from Clerks and By-Law Department. Raffle license applications must be submitted **at least twenty-one (21) days prior to the event.**
- b. Certain types of casinos/gambling (i.e. Monte Carlo events) require Provincial licenses. Applications for these licenses must be provided to the Alcohol and Gaming Commission **at least forty five (45) days prior to the event.**

### 15. Garbage/Recycling

- a. The event organizer will be responsible for all litter control which includes regular pick-up of waste containers to ensure a sanitary environment.
- b. Upon completion of the event, the event organizer will return County property to its original condition and be responsible for all litter and garbage collection and removal.
- c. Organizers are responsible for ensuring the removal of dumpsters does not take place between the hours of 11:00 p.m. and 7:00 a.m.

### 16. Noise Restrictions

- a. The amplification of sound for special events will be limited to the hours between 9:00 a.m. and 12:00 a.m. and shall comply with applicable by-laws unless otherwise granted by the By-law Appeals Committee.

- b. Applications for Exemptions to the Noise By-law must be submitted along with the applicable fee **at least forty five (45) days prior to the event.**
- c. Noise restrictions are subject to change based on site/event specific guidelines.
- d. Speaker stacks should be positioned to tilt downward toward to the crowd versus projecting straight out over the crowd and the site.
- e. Sound levels shall not exceed levels of one hundred (100) decibels, one hundred (100) feet from the stage.
- f. To view a copy of the Noise By-law and By-law Appeal Process and Application Form visit: [Organizing Special Events](#)

### 17. Norfolk County Ontario Provincial Police

- a. The O.P.P. review all applications and determine the number of paid duty officers that will be required, and, if necessary, the amount of security services that will be required for the event.
- b. The O.P.P. in conjunction with the Director of Roads or designate will determine whether road closure barricades can be manned by volunteers.
- c. If paid duty officers will be required for the event a Paid Duty Officer Request Form must be submitted to the O.P.P. **at least thirty (30) days prior to the event.**

### 18. Parking

- a. To avoid parking problems the event organizer should assess available parking and compare to anticipated number of vehicles to be parked. Arrangements should be made in advance to accommodate overflow parking. For most events on-site parking should be arranged to involve minimal disruption to the public. Maps of key festival and event sites have been developed which note existing parking regulations.
- b. In the interest of public safety, all on-street parking will be enforced. As part of your event promotion, it is recommended that a statement to this effect be included in all marketing and advertising.
- c. Neither the Corporation of Norfolk County, nor any Personnel of Norfolk County acting within their capacity of duties, assume any responsibility whatsoever for any property damage or loss an event participant, event organizer, or event volunteer may incur to their vehicle(s) or contents while at the event, whether the vehicle be parked or in motion. All event organizers and volunteers understand that they should have automobile coverage in place to protect against any bodily injury or personal property losses they may incur, as well as to protect from any liability which may arise, to third parties.

### 19. Personal Services Vendors

- a. Personal services can refer to beauty and/or body art and can include, but are not limited to, face painting, tattooing, piercings and nail services that are provided at a Special Event. Personal services cannot be provided to members of the public or industry representatives unless approved by the Haldimand-Norfolk Health Unit. If you plan to include personal services vendors at your event, a Health Unit Application must be submitted **at least sixty (60) days prior to the event.** For application visit: [Health Unit Application](#)
- b. A Haldimand-Norfolk Personal Services Vendor Application must be submitted for each vendor **at least thirty (30) days prior to the event.** For application visit: [www.hnhu.org/health-topic/special-events/](http://www.hnhu.org/health-topic/special-events/). Personal services vendors are responsible for submitting their application to the health unit within the specified deadlines. Organizers are responsible for collecting and submitting the vendor application forms from all of the vendors to the health unit



within the specified deadlines.

- c. The Haldimand-Norfolk Health Unit reserves the right to not approve late applications.
- d. Personal Services Vendors are responsible for ensuring that they are in compliance with the **Ontario Regulation 136/18: Personal Services Settings and applicable guidelines**. For more information visit: [Health Unit Guidelines](#) to learn more about this regulation and access the HNHU Guidelines for Operators Offering Personal Services. Failure to comply may result in enforcement action or closure of the special event personal services setting.

## 20. Petting Zoos and Animal/Reptile/Bird Exhibits

- a. The use of County parks and road allowances for a petting zoo or other animal, reptile or bird exhibits must receive special approval in order to proceed. In addition, the County's By-law Enforcement Services will have details available about the types of animals/reptiles and birds which are prohibited in Norfolk County. A license is required to operate a petting zoo or animal/reptile/bird exhibit.
- b. All animals, reptiles and birds must be properly vaccinated.
- c. Petting zoos and animal, reptile, bird exhibits must comply with the Haldimand-Norfolk Health Unit guidelines and Ontario Regulation 497/17: Rabies Immunization. Failure to comply may result in enforcement action or closure of the special event animal exhibit. For further information visit: [Health Unit Guidelines and Regulations](#) for the [Special Events Animal Exhibit Application Form](#) and [Guidelines for Operators of Animal Exhibits, Petting Zoos and More](#).
- d. A Haldimand-Norfolk Special Event Animal Exhibit Application must be submitted **at least thirty (30) days prior to the event**.
- e. Animal exhibit vendors are responsible for submitting their application to the health unit.

## 21. Promotion

Norfolk County's Economic Development Department can assist event organizers in promoting their event to a local audience, as well as tourists from outside of Norfolk County. Contact [Tourism](#) as soon as you have established a date for your event. If your event is cancelled or does not receive permission to proceed, any event information posted by the County will be removed.

## 22. Propane Inspection

- a. All propane cylinders shall be secured and stored outside of tents or structures in a safe and ventilated location.
- b. All compressed gas cylinders shall be stored in racks and chained or tied securely.
- c. The event organizer may be required to carry out a safety inspection and acquire a permit from the Fire Department.
- d. All equipment, fittings, connections and life safety equipment are subject to inspection and shall conform to applicable regulations.

## 23. Public Access

Public access to park walkways and thoroughfares as well as parking lots must be maintained at all times during event operations. This includes all play structures for children.

## 24. Road Closures

- Requests for road closures must be identified in the Special Event Application and submitted **at least ninety (90) days prior to the event**. Examples include cycling, running and walking events, parades and festivals with road closures as a component of the event.
- Any temporary road closure must be approved by Council or by delegated authority.
- Approvals for road closures and placement of barricades, pylons etc. may not be changed without County or O.P.P. consent. The organizer takes full responsibility for the placement and removal of any barricades or pylons in accordance with the agreed upon traffic plan.
- A detailed Traffic Control Plan (TCP) must be prepared and submitted. The Operations Department may provide assistance with the preparation of this mandatory plan. The TCP shall include a general sketch or layout of the proposed event and a list of road barricades, and traffic pylons that are necessary.
- Costs involved in implementing the detours, placement of barricades, traffic, public notification signing, etc. as directed by the Roads Department, may be the responsibility of the event organizer.
- Unless there is a paid duty officer present to control traffic, event participants **MUST** obey all traffic signs and control devices.

## 25. Sanitary Facilities/Washrooms

Event organizers will be responsible for providing sufficient portable washrooms and hand sinks if the location for the event does not have sufficient facilities to accommodate the anticipated crowds.

Washrooms and hand wash stations must be provided with sufficient numbers for the number of people attending. Refer to the tables below. If alcohol is being served, use Table 2.

**Table 1: A food service premise used primarily for the consumption of food:**

Number of Attendees	Minimum Number of Toilets	Minimum Number of Hand Basins
0 to 50	2	2
51 to 150	4	2
151 to 300	6	4
300 to 500	8	4
More than 500	10*	6**

\*Add one toilet for each additional 100 attendees.

\*\*Add one hand wash basin for each additional 200 attendees.

**Table 2: A food service premises used primarily for the consumption of alcoholic beverages:**

Number of Attendees	Minimum Number of Toilets	Minimum Number of Hand Basins
0 to 100	4	2
100 to 200	6	4
201 to 400	8	4
More than 400	12*	8**

Portable hand wash stations shall be supplied with potable water, paper towels and liquid hand soap at all times and be located in a convenient location close to the washrooms.

Washrooms must be kept clean and sanitary at all times and be pumped out as often as necessary by a licensed sewage hauler. An emergency contact number for the hauler must be obtained to readily address emergency situations.

Every effort should be made to locate portable washrooms in an accessible area that does not adversely affect local residences or businesses.

## 26. Security and Crowd Control

- For events having occupant loads greater than 1,000 there shall be trained Crowd Managers at a ratio of one (1) per every 250 occupants. The Crowd Managers shall have received approved training in crowd management techniques. The staff shall be trained in the proper use of fire extinguishers and the duties they are to perform, in case of fire, panic or other emergencies.
- All event security personnel shall be equipped with a cell phone or radio and flashlights for events occurring outdoors during non-daylight hours.
- Adequate lighting shall be provided for events occurring during non-daylight hours.

If a security control plan/contract is required, the following is required to be identified:

- All streets and sidewalks (including cross streets) which will be closed or otherwise impacted
- Location of traffic routing and control devices (barricades, cones, etc.)
- Directional arrows showing the detour route around the event
- Location of signs directing detoured traffic
- Location and capacity for parking

If a parade is involved, the following need to be identified if applicable:

- Staging area
- Judging area
- Ending area
- Location of bleachers, grandstands or related structure

## Fenced Outdoor Assembly Occupancy Requirements (AGCO)

**Note: Fire Department specifications may differ**

**At least two (2) widely separated means of exit are required from the fenced enclosure**

Number of Attendees to be Served by Exits	Number of Exits Required
0 to 6000 persons	2
6000 to 9000 persons	3
9000 plus persons	4

## 27. Sidewalk Sales

Sidewalk sales require an exemption from the Obstruction By-law if roads remain open.

- If vendors will be set up on a closed road a 5.5 metre (18 foot) travel lane is required to be maintained for emergency vehicles.
- An emergency travel lane needs to be as close to the centre of the street as possible.
- A 12 metre (39 foot) turning radius is required in all directions at intersections.
- Vendors cannot extend past the normal parking spaces on the street.
- There cannot be more than 25 metres (82 foot) travel distance between supplied fire extinguishers.
- A 3 metre (10 foot) clearance must be maintained on each side of the fire hydrants out to the travel lane on the street.

## 28. Signage/Inflatables

- All signage to be displayed must be reviewed as part of the Special Event Application to ensure County standards are not compromised.
- The use of portable signs and inflatables must be in accordance with the Sign By-law. The Building and By-law Department must be notified if the event organizer wishes to use this type of promotion (i.e. for advertising purposes) in order to ensure compliance with the Sign By-law.
- All signage placed on County property must be approved by County staff.

## 29. Site Plans

- A site plan detailing the proposed layout of the event must be submitted and then adhered to once approved for the actual presentation of the special event. The site plan will be in place so that the layout of stages, tents, licensed areas and other activities comply with approved uses for County property.
- A site plan for Wellington Park is available, which outlines areas of restricted use that event organizers should be aware of in planning their event.

## 30. SOCAN Fees

Any music played at an event needs to be licensed by SOCAN (Society of Composers, Authors and Music Publishers of Canada). This can include background music or music being performed by a band. Without the SOCAN license you would be required to get permission from every composer, songwriter, lyricist and music publisher for every piece of music performed or played. The SOCAN license gives you the freedom to play almost every song ever protected by copyright.

### Contact Information:

#### SOCAN

41 Valleybrook Drive

Toronto, ON M3B 2S6

Phone: 1.866.944.6223 or 1.800.557.6226 Fax: 416-445-7108 Website: [SOCAN](https://www.socan.ca)

## 31. Smoke Free Ontario Act

The Smoke-Free Ontario Act 2017 (SFOA) prohibits smoking/holding lighted tobacco or cannabis or use of electronic cigarettes (vaping) in enclosed public places and workplaces. The SFOA includes outdoor grounds of community recreational facilities, sports fields, schools and prohibits smoking within 20 metres of these properties. For more information on the Smoke-Free Ontario Act 2017 visit the Ontario Ministry of Health website: [Smoke Free Ontario Act](https://www.health.gov.on.ca/en/health/legislation/sfoa/)

In addition to the Provincial SFOA, Norfolk County has a Smoke Free Outdoor Spaces by-law which came into effect on May 1st 2018. Anywhere on recreational properties owned or operated by Norfolk County, which includes, but not limited to: arenas, beaches, recreational centres, playgrounds, parks, sports and playing fields, skate board parks, leash-free dog parks, pools, trails or paths, and stadiums. Within 9 metres of any entrance or exit of a municipally owned, operated, or leased building, which includes, but not limited to: County offices, libraries, and museums.

All areas licensed by the Alcohol and Gaming Commission of Ontario (Special Occasion Permit for alcohol, gaming, racing, lotteries, bingo) are prohibited from the sale of CBD products). For further information visit: [AGCO](https://www.agco.ca/)

## 32. Stages

### Building Permit Requirements

Having consideration for the safety of the performers and the public, a building permit is required for any performance stages that:

- exceeds 10 square metres (108 square feet) in area, and
- exceeds 600 mm (23 5/8 inches) from walking surface of the stage to finished grade level adjacent to the stage

### Design Requirements

All structural members and connections including formwork and falsework **shall be designed** to have sufficient structural capacity and structural integrity to safely and effectively resist all loads, effect of loads and influences that may reasonably be expected and shall satisfy the requirements of Ontario Building Code Part 4 – Structural Design. All Performance Stages shall be designed by a Professional Engineer.

Visit [Demountable Stages and Demountable Support Structures](https://www.ontario.ca/laws/regulation/r23030) for requirement information. For more information about O. Reg. 30/23, visit - <https://www.ontario.ca/laws/regulation/r23030> Also see [Building Department Forms](#) for all required forms.

### 33. Tents and Temporary Structures

#### Building Department:

##### Building Permit Requirements

Section 8(1) of the Building Code Act states that no person shall construct or demolish a building or cause a building to be constructed or demolished unless a permit has been issued therefore by the Chief Building Official.

A tent is considered a building under the definitions of the Ontario Building Code and therefore requires a Building Permit.

A tent or group of tents is exempt from the requirements of a Building Permit and is exempt from compliance with the Ontario Building Code provided that the tent or group of tents are:

- a. not more than 60 square metres (645 feet) in aggregate ground area
- b. not attached to a building, and
- c. constructed more than 3 metres (10 feet) from other structures

Where the distance between tents is less than 3 metres (10 feet), the tents shall be considered as one tent for the purpose of determining the combined area.

##### Professional Design

Any tent or group of tents is required to be designed by a Professional Engineers where:

- a. the total area of the tent or group of tents exceeds 225 square metres (2420 feet)
- b. the tent is intended to be used as an Assembly Occupancy for the gathering of persons (i.e. places of worship, licensed beverage establishments, exhibition halls, etc.)
- c. the tent is designed to accommodate more than thirty (39) persons consuming food or drink, or
- d. the tent contains bleachers

##### Permit Drawings and Information

A completed Building Permit Application and plans indicating the following are required:

- a. a site plan showing location of all buildings on the property and clearances to other buildings
- b. construction details and specifications of tent materials, structure and anchoring
- c. flame resistant rating (FRR) of fabrics and films used, and
- d. sanitary requirements (if applicable)

#### Fire Department:

##### Fire Extinguishers

All vendors must have a fire extinguisher that has been inspected by a qualified person within twelve (12) months and has a tag securely attached.

- a. All cooking vendors utilizing deep fryers or cooking appliances that involve combustible cooking media (cooking with oils or fats) must have a Class K extinguisher.

- b. All other vendors (including peddlers, amusement operators, and food providers that do not utilize deep fryers or cooking appliances that involve combustible cooking media) must have a minimum 3A-40BC extinguisher.

### **Mandatory Requirements**

- a. All tents that are larger than 540 square metres (645 square feet) in aggregate area or are within 3 metres (10 feet) or of a permanent structure must be fire retardant in accordance with NFPA 701 or CAN/ULC S109 specifications.
- b. Hay, straw, shavings or other similar combustible materials cannot be used in a tent used for assembly purposes.
- c. An area of at least three meters (10 feet) surrounding the tent must be kept clear of all materials or vegetation that will support and allow fire extension.
- d. Cooking with fuel fired appliances (open fires), smoking, the use of candles or other open flames are strictly prohibited in any tents used by the public.
- e. Occupant load of tents or outdoor sites shall be determined by the Fire Department in conjunction with the Building Department.
- f. If a tent requires a fire alarm it shall comply with the Ontario Building Code. Alternatively, a fire watch may be instituted.
- g. Please contact the Building Department to determine if your tent requires a fire alarm system. For information on how to perform your fire watch visit: [Fire Department](#)

### **Fire Safety Plan Requirements**

Tents and air-supported structures will comply with the Ontario Building Code (including permits).

A Tent Fire Safety Plan (approved by the Norfolk County Fire Department) is required if:

- a. a tent is used for gathering purposes, such as a beer garden, bingo, gaming sets, theatrical, etc. or
- b. a tent is being a restaurant setting when more than 30 members of the public will be consuming food or drink in the tent.
- c. No open flame cooking or deep frying permitted under a tent.
- d. A TSSA mobile food service equipment annual inspection is required (if applicable). Contact TSSA at 1-877-682-8772.
- e. A Class K extinguisher if cooking.
- f. A 3A-40BC extinguisher is acceptable if not cooking with grease-laden vapours or for any other application under a tent.

If you have any questions about whether or not your tent requires a Fire Safety Plan, please contact the Fire Department

### **Fire Watch Requirements for Vendors**

If a tent requires a fire alarm system under the Building Code but does not have a fire alarm system a person shall be assigned to fire watch duties. Please contact the Building Department to determine if your tent requires a fire alarm system.

For information on how to perform your fire watch visit: [Fire Department](#)



## 34. Traffic Control Plan

If a traffic control plan is required, the following is required to be identified:

- a. All streets and sidewalks (including cross streets) which will be closed or otherwise impacted
- b. Location of traffic routing and control devices (barricades, cones, etc.)
- c. Directional arrows showing the detour route around the event
- d. Location of signs directing detoured traffic
- e. Location and capacity for parking

If a parade is involved, the following need to be identified if applicable:

- a. Staging area
- b. Judging area
- c. Ending area
- d. Location of bleachers, grandstands or related structures
- e. Directional arrows showing the exact route of the parade

## 35. Vehicles in Municipal Parks

- a. The event organizer will ensure that vehicle access into parks is controlled and monitored throughout the event at the access points designated, allowing entry for emergency vehicles at all times during the event.
- b. The site plan application must include any vehicles, subject to County approval, that are to be left in the park area during the event.
- c. The event organizer agrees to prevent the operation of motorized vehicles in the parks thirty (30) minutes prior to and thirty (30) minutes following the events hours of operation to allow pedestrian traffic to clear safely.
- d. Designated service vehicles such as golf carts for transporting supplies or removing garbage may be approved for use during event hours.
- e. The cost to repair any damages will be the responsibility of the event organizer. Repair costs will be assessed and communicated to the event organizer by Norfolk County as soon as possible after the event is completed.

## 36. Vendors

- a. Norfolk County reserves the right to operate its concession services at all special events.
- b. Norfolk County mobile food premise regulations shall be in effect at all times.
- c. All vendors shall be actively licensed or permitted by Norfolk County to operate at a special event.
- d. The event organizer must submit a Haldimand-Norfolk Health Unit Organizer Application **at least sixty (60) days prior to the event.**
- e. Food providers are responsible for submitting their application to the event organizer, who will then submit the forms to the health unit **at least thirty (30) days prior to the event.**
- f. A Business License Application for a Mobile Food Premises must be submitted along with a Certificate of Insurance and the required license fee.
- g. The event organizer must submit a Special Event Organizer Pedlar Permit Application advising the Council Services/Licensing Department how many pedlar permits are required at least thirty (30) days prior to the event. Each pedlar will be provided with a permit at no charge which must be on display throughout the event.
- h. If the Special Event Permit for the event is not granted, vendors are subject to the normal licensing requirements of the Business Licensing By-law.

## 37. Waivers

The special event organizer must supply a Special Event Indemnification and Acknowledgement Form for the proposed event which forms part of the Special Event Application.

